

## **CHANGE TO TRANSFER OF EDUCATIONAL BENEFITS (TEB) ROLES AND RESPONSIBILITIES**

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SUBJ/CHANGE TO TRANSFER OF EDUCATIONAL BENEFITS (TEB) ROLES AND RESPONSIBILITIES//

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REF/B/DOC//DOD DTM 09-003/22 JUN 09//

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REF/D/MSGID/DC MRA MP/YMD:20090803//

REF/E/MSGID/DC MRA MP/YMD:20090629//

NARR/REF A IS PUBLIC LAW 110-252, THE SUPPLEMENTAL APPROPRIATIONS ACT OF 2008. TITLE V OF REF A IS THE POST 9-11 VETERANS EDUCATIONAL ASSISTANCE ACT OF 2008. REF B IS DEPARTMENT OF DEFENSE (DOD) POLICY ON POST 9-11 GI BILL. REF C IS MARADMIN 421-09, POST 9-11 GI BILL TRANSFERABILITY OF EDUCATIONAL BENEFITS, ADMINISTRATION AND MANAGEMENT, ROLES AND RESPONSIBILITIES. REF D IS MARADMIN 457-09, POST 9-11 GI BILL TRANSFERABILITY OF EDUCATION BENEFITS, ADMINISTRATION AND MANAGEMENT, ROLES AND RESPONSIBILITIES, CANCELLED. REF E IS MARADMIN 389/09, POST 9-11 GI BILL ELIGIBILITY AND BENEFITS//

POC/-/-/UNIT:MMOA/-/TEL:(703) 784-9284/TEL:DSN 278-9284//

POC/-/-/UNIT:MMEA/-/TEL:(703) 784-9238/TEL:DSN 278-9238//

POC/-/-/UNIT:MPO/-/TEL:(703) 784-9388/TEL:DSN 278-9388//

GENTEXT/RMKS/1. THIS MARADMIN CANCELS MARADMIN 457-09, MODIFIES MARADMIN 421-09, AND IDENTIFIES THE NEW APPROVAL PROCESS FOR ALL ACTIVE COMPONENT (AC) TEB REQUESTS FOR THE POST 9/11 GI BILL. THERE ARE NO CHANGES TO THE RESERVE COMPONENT TEB APPROVAL PROCESS

2. ROLES, RESPONSIBILITIES AND GENERAL INFORMATION. THE TEB WEBSITE WILL CONTINUE TO BE USED FOR REQUESTING THE TRANSFER OF EDUCATIONAL BENEFITS TO QUALIFIED DEPENDENTS.

A. MANPOWER MANAGEMENT ENLISTED ASSIGNMENTS (MMEA) WILL BE THE INITIAL POINT OF CONTACT FOR ALL TEB ACTIVE COMPONENT ENLISTED MARINE MATTERS. MMEA WILL ALSO SERVE AS THE (ENLISTED) DUTY EXPERT ON BENEFIT ELIGIBILITY AND TRANSFERABILITY REQUIREMENTS.

B. MANPOWER MANAGEMENT OFFICER ASSIGNMENTS (MMOA) WILL BE THE INITIAL POINT OF CONTACT FOR ALL TEB ACTIVE COMPONENT OFFICER MATTERS. MMOA WILL ALSO SERVE AS THE (OFFICER) DUTY EXPERT ON BENEFIT ELIGIBILITY AND TRANSFERABILITY REQUIREMENTS.

C. PERSONAL AND FAMILY READINESS DIVISION (MFR-1) WILL CONTINUE TO PROVIDE ADMINISTRATIVE AND MANAGEMENT OVERSIGHT OF THE TEB. MFR-1 WILL SERVE AS THE SINGLE POINT OF CONTACT BETWEEN THE MARINE CORPS AND THE DEPARTMENT OF VETERANS AFFAIRS (DVA) FOR TEB AND POST 9/11 GI BILL MATTERS. MFR-1 WILL CONTINUE TO MANAGE ACCESS TO THE TEB AS THE MARINE CORPS' SITE SECURITY MANAGER.

D. THE MILITARY POLICY OFFICE WILL CONTINUE TO BE RESPONSIBLE FOR THE POST 9/11 GI BILL POLICY, ASSIST IN DETERMINATIONS, AND MONITOR THE TEB EXECUTION.

3. PROCEDURES FOR ACTIVE COMPONENT ENLISTED MARINES:

A. A MARINE THAT IS ELIGIBLE TO TRANSFER THEIR EDUCATIONAL BENEFITS MUST FIRST SPEAK WITH THE COMMAND CAREER PLANNER TO DISCUSS ADDITIONAL OBLIGATED SERVICE REQUIREMENTS, RE-ENLISTMENT AND ENLISTMENT EXTENSION OPTIONS, AND FORMS REQUIRED TO BE COMPLETED FOR APPROVAL OF THE TEB.

B. THE ENLISTED MARINE APPLIES TO TRANSFER UNUSED EDUCATIONAL BENEFITS THROUGH THE TEB WEB SITE, CONCURRENT WITH A SUBMISSION OF A REENLISTMENT/EXTENSION (IF ADDITIONAL OBLIGATED SERVICE IS REQUIRED) TO CMC (MMEA) AS PRESCRIBED IN MCO 1040.31 (ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM). CAREER PLANNER SPECIFIES IN THE TEXT OF THE ENLISTMENT PACKAGE THAT THE REQUEST IS SUBMITTED, "FOR PURPOSES OF ESTABLISHING REQUIRED OBLIGATED SERVICE FOR ELIGIBILITY TO TRANSFER UNUSED EDUCATIONAL BENEFITS UNDER THE POST 9-11 GI BILL".

C. THE MARINE'S COMMAND COMPLETES THE STATEMENT OF UNDERSTANDING (SOU) ON THE MARINE AND SUBMITS THE SOU TO CMC (MMSB) FOR INCLUSION IN THE MARINE'S OFFICIAL MILITARY PERSONNEL FILE (OMPF).

D. THE TEB APPLICATION IS FORWARDED FOR ACTION TO CMC (MMEA), VIA THE TEB SYSTEM. THE REENLISTMENT, EXTENSION, AND LATERAL MOVE (RELM) REQUEST IS FORWARDED TO CMC (MMEA) VIA THE TOTAL FORCE RETENTION SYSTEM (TFRS).

E. THE TFRS RE-ENLISTMENT/EXTENSION PACKAGE AND THE TEB REQUESTS ARE REVIEWED AND APPROVED (CONCURRENTLY) BY CMC (MMEA). THE TEB OBLIGATION END DATE WILL BE CALCULATED FROM THE DATE THE REQUEST WAS SUBMITTED THROUGH THE TEB WEBSITE. MARINES WILL HAVE 45 DAYS FROM THE TEB APPLICATION DATE TO INCUR THE REQUIRED OBLIGATED SERVICE OR THE TEB REQUEST WILL BE REJECTED. ALL NEW TEB SUBMISSIONS WILL HAVE A NEW TEB REQUEST TRANSFER DATE, ESSENTIALLY RE-STARTING THE CLOCK FOR REQUIRED OBLIGATED SERVICE.

#### 4. PROCEDURES FOR ACTIVE COMPONENT OFFICERS:

A. A MARINE OFFICER APPLIES TO TRANSFER UNUSED EDUCATIONAL BENEFITS THROUGH THE TEB WEB SITE AND CONCURRENTLY NOTIFIES THEIR UNIT THAT HE/SHE IS REQUESTING TO TRANSFER THEIR BENEFITS. THE MARINE'S COMMAND INFORMS THE MARINE OF ANY ADDITIONAL SERVICE OBLIGATION THAT MAY BE REQUIRED. IF ADDITIONAL SERVICE IS REQUIRED; THE MARINE OFFICER MUST CONTACT CMC (MMAO) FOR ELIGIBILITY CRITERIA AND PROCEDURES. CMC (MMAO) WILL NOT CONTINUE PROCESSING THE MARINE'S TEB UNTIL THE ADDITIONAL SERVICE OBLIGATION IS APPROVED.

B. THE MARINE'S COMMAND COMPLETES AN SOU ON THE MARINE AND SUBMITS THE SOU TO CMC (MMSB) FOR INCLUSION IN THE MARINE'S OMPF. NO MCTFS ACTION IS REQUIRED, AS CAREER OFFICERS DO NOT SIGN CONTRACTS SPECIFYING SERVICE OBLIGATION BEYOND THEIR INITIAL MANDATORY SERVICE OBLIGATION.

C. THE TEB APPLICATION IS FORWARDED TO CMC (MMAO) VIA THE TEB SYSTEM FOR ACTION.

D. CMC (MMAO) VERIFIES THE MARINE HAS SERVED THE MINIMUM INITIAL OBLIGATION, HAS BEEN CAREER DESIGNATED, AND IS ELIGIBLE FOR THE TRANSFER OF EDUCATIONAL BENEFIT. CMC (MMAO) ENTERS THE MINIMUM REQUIRED SERVICE OBLIGATION INTO THE TEB SYSTEM, AND APPROVES THE REQUEST FOR THE DVA TO REVIEW.

#### 5. ADDITIONAL GUIDANCE:

A. IF A MARINE FAILS TO COMPLETE THE PERIOD OF SERVICE SPECIFIED IN THE SOU AND THE TEB, THE VA WILL RECOUP ANY BENEFITS ALREADY PROVIDED, AS REQUIRED. THE SOU IN THE OMPF WILL BE THE SOURCE DOCUMENT FOR POTENTIAL CLAIMS OR REQUESTS FOR WAIVERS OF INDEBTEDNESS.

B. THE PROCESSES OUTLINED ABOVE ARE FOR SERVICE APPROVAL OF THE TEB APPLICATION ITSELF. AFTER APPROVAL OF THE TEB APPLICATION, AND AT THE TIME OF ENROLLMENT IN THE EDUCATIONAL INSTITUTION, IT IS THE RESPONSIBILITY OF THE MARINE OR THEIR DEPENDENTS TO APPLY TO THE DVA FOR ENROLLMENT FOR THE POST 9-11 GI BILL BENEFITS, USING VA FORM 22-1990E, WHICH IS AVAILABLE ON THE DVA WEBSITE ([WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)).

6. MARINES ARE ENCOURAGED TO APPLY FOR TEB AT THE EARLIEST OPPORTUNITY TO ALLOW FOR CONCURRENT OBLIGATED SERVICE AND ALLOW THE COMMAND CAREER PLANNER TO PROPERLY COUNSEL THE MARINE ON ADDITIONAL SERVICE COMMITMENTS, IF APPLICABLE.

7. ALL INQUIRIES MUST BE ROUTED THROUGH THE COMMAND CAREER PLANNER. THE COMMAND CAREER PLANNER WILL CONTACT MMEA OR MMAO FOR CASE BY CASE INQUIRIES.

8. REFER TO THE MRA WEBSITE FOR A COPY OF THE SOU, AT [HTTP:SLASH SLASH WWW.MANPOWER.USMC.MIL](http://WWW.MANPOWER.USMC.MIL) UNDER TOP REQUESTS.

9. THIS MARADMIN APPLIES TO THE ACTIVE COMPONENT ONLY AND IS EFFECTIVE THE DATE OF RELEASE.

10. RELEASE AUTHORIZED BY MR. M. F. APPEGATE, DIRECTOR, MANPOWER PLANS AND POLICY DIVISION//